

Personnel Action Form Human Resources

State City	Banner ID #	Last Name	First			Middle Initial		Telephone		
Part II: Check all' that apply Classification: Administrative/Professional Staff Selecteration Selecteration Sarport Staff Salary Adjustment Selecteration Selecterati		Zekavat Taraneh				City		State Zip		
Classification: New Employee Salary Adjustment Seculty Support Staff Salary Adjustment Separation (date: Separ	Address					O				
Patentine Pate	Part I: Check all that apply									
Salary Adjustment Support Staff Support							Other (explain)			
Support Staff		▼ Extension								
Part II: Assignment Accounting, Number of months/weeks below notes how the position is funded; it does not guarantee employment status for a person. All Administrative/Professional and Eaculty (Contract) and Support Staff (Non-Contract) employees are employed according to WCIC Policies and Procedures. Support Staff employees are a will employees are employeed according to WCIC Policies and Procedures. Support Staff employees are employeed according to WCIC Policies and Procedures. Support Staff employees are employeed according to WCIC Policies and Procedures. Support Staff employees are employeed according to WCIC Policies and Procedures. Support Staff employees are employeed according to WCIC Policies and Procedures. Support Staff employees are employeed according to WCIC Policies and Procedures. Support Staff employees are employeed according to WCIC Policies and Procedures. Support Staff employees are employeed according to WCIC Policies and Procedures. Support Staff employees are employeed according to WCIC Policies and Procedures. Support Staff employees are employeed according to WCIC Policies and Procedures. Support Staff employees are employeed according to WCIC Policies and Procedures. Support Staff employees are employeed according to WCIC Policies and Procedures. Support Staff employees are employeed according to WCIC Policies and Procedures. Specialized Area:										
Part II Assignment/Accounting Number of months/weeks below notes how the position is funded; it does not guarantee employment status for a person. All Administrative/Professional and Faculty (Contract) and Support Staff (Non-Contract) employees are employeed according to WCIC Policies and Procedures. Support Staff employees are at-will employees.	Temporary Full-7	===								
All Administrative/Professional and Faculty (Contract) and Support Staff (Non-Contract) employees are employed according to WCJC Policies and Procedures. Support Staff employees are st-will employees. CURRENT Division/Unit: Instruction Director of Adult Education & Literacy Budget Number: 218918.6012.6185.1012 Compensation: 78,735 Budget Number: 218918.6012.6185.1012 Compensation: 8 Pend of the following number of months/weeks: 9 Romonths 10½ months 12 months 15 sched 62 GA Glided Formation: 9 Romonths 10½ months 12 months 15 sched 63 Grade 15 Specialized Area: Adult Eduction & Literacy Position No. (NBAPOSN): DIR25T Hourly Rate: (Part-time only) \$ Nin per year If temporary, anticipated termination date: 08/31/2023 Provided Formation: 9 Romonths 10½ months 12 months 12 months 12 months 15 Specialized Area: Adult Eduction & Literacy At-will-employee Per contract 104 An-will-employee 105 No Name of Replaced Employee: N/A Provided Formation: 105 Title/Position: 106 Title/Position: 107 Annual Sched 65 Specialized Area: Adult Eduction & Literacy Adult Eduction & Literacy Division/Unit Instruction 106 Title/Position: 107 Annual Sched 65 Specialized Area: Adult Eduction & Literacy Adult Eduction & Literacy Division/Unit Instruction 106 Title/Position: 107 Annual Sched 65 Specialized Area: Adult Eduction & Literacy Adult Eduction & Literacy Division/Unit Instruction 107 Annual Sched 65 Specialized Area: Adult Eduction & Literacy Adult Eduction &		,,, (date	/							
Support Staff employees are at-will employees. Job Vacancy No.: (if applicable)	Part II: Assignment/Accounting Number of months/weeks below notes how the position is funded; it does not guarantee employment status for a person.									
Do Vacancy No.: (if applicable) 1608 A O15 1608 A O	All Administrative/Professional and Faculty (Contract) and Support Staff (Non-Contract) employees are employed according to WCJC Policies and Procedures.									
Instruction										
Director of Adult Education & Literacy Budget Number: 218918.6012.6185.1012 Compensation: \$ 78,735 Compensation: \$										
Budget Position?										
Compensation: \$ 78,735							20			
\$ 78,735 Hourly Grade 15	Budget Number: 218918.6012.6185.1012						Position No. (NBAPOSN): DIR25T			
Start Date: O9/01/2022 End Date: N/A Step 14 Step Step 14 Step	Compensation:	Annual		Sched	CA			•		
Start Date: O9/01/2022 End Date: N/A Other (especify) Start Date: O9/01/2022 If temporary, anticipated termination date: O8/31/2023 Other (especify) PROPOSED Division/Unit: Instruction Job Title/Position: Office of Adult Education & Literacy Job Vacancy No.: (if applicable) Instruction Job Title/Position: Office of Adult Education & Literacy Job Vacancy No.: (if applicable) Instruction Job Title/Position: Office of Adult Education & Literacy Job Vacancy No.: (if applicable) Instruction Job Title/Position: Office of Adult Education & Literacy Job Vacancy No.: (if applicable) Instruction Job Title/Position: Office of Adult Education & Literacy Job Vacancy No.: (if applicable) Instruction Job Title/Position: Office of Adult Education & Literacy Job Vacancy No.: (if applicable) Instruction Job Vacancy No.: (if applicable) Job Vacancy No.: (if applicable) Instruction Job Vacancy No.: (if applicable) Job Vacancy No.: (if applicab	78 735	=	Grade		15					
Position is funded for the following number of months/weeks: Proposed Division/Unit:	\$ 70,733	Other (exp	lain)	in) Step						
PROPOSED Division/Unit: Instruction										
PROPOSED Division/Unit: Instruction	Position is funded for the following number of months/weeks:									
Instruction Job Title/Position: Director of Adult Education & Literacy Budgeted Position?	© 9 months © 10½ months © 12 months © Other (specify)									
Job Title/Position: Director of Adult Education & Literacy										
Budget Number: 218919.6012.6185.1012 Compensation:										
Compensation: \$ 78,735 Other (explain) Sched Grade 15 Step 14 Step										
\$ 78,735	Dudget Number						Position No. (NBAPOSN): DIR25T			
\$ 78,735 Hourly Grade 15	Compensation:					CA				
Start Date: O9/01/2023 Position is funded for the following number of months/weeks: O9 months 10 ½ months 12 months Other (specify) Explanation of Action: FY24 Extension for AEL Grant FT Director Part III: Position/Budget Authorization Recommended by Supervisor/Department Head Tara Zekavat Approved by Division Chair Date Approved by Vice President Leigh Ann Collins Date Date Date Date Date Date Date Date Date Approved by Cabinet Level Supervisor Date	20.000	_								
Start Date: 09/01/2023 Position is funded for the following number of months/weeks:	\$ 78,735		olain)				\$ <u>N/A</u> po	er year		
Explanation of Action: FY24 Extension for AEL Grant FT Director Part III: Position/Budget Authorization Recommended by Supervisor/Department Head Date Digitally signed by Tara Zekavat Date: 2023.08.14 13:36:24 -05'00' Approved by Division Chair Date Approved by Vice President Leigh Ann Collins Date: 2023.08.14 15:46:43 -05'00' Approved by Cabinet Level Supervisor Date Reviewed by Human Resources	Start Date: 09/01/2023								tion date:	
Explanation of Action: FY24 Extension for AEL Grant FT Director Part III: Position/Budget Authorization Recommended by Supervisor/Department Head Date Digitally signed by Tara Zekavat Digitally signed by Tara Zekavat Date: 2023.08.14 13:36:24 -05'00' Approved by Division Chair Date Leigh Ann Collins Date: 2023.08.14 15:46:43 -05'00' Approved by Cabinet Level Supervisor Date Reviewed by Human Resources Date										
Part III: Position/Budget Authorization Recommended by Supervisor/Department Head Date Tara Zekavat Digitally signed by Tara Zekavat Date: 2023.08.14 13:36:24 -05'00' Approved by Division Chair Date Leigh Ann Collins Date: 2023.08.14 15:46:43 -05'00' Approved by Cabinet Level Supervisor Date Reviewed by Human Resources										
Recommended by Supervisor/Department Head Tara Zekavat Approved by Digitally signed by Tara Zekavat Approved by Division Chair Date Approved by Vice President Leigh Ann Collins Digitally signed by Leigh Ann Collins Date Date Approved by Vice President Leigh Ann Collins Digitally signed by Leigh Ann Collins Date Date Date Approved by Vice President Leigh Ann Collins Digitally signed by Leigh Ann Collins Date Date Date Date Date Digitally signed by Leigh Ann Collins Date: 2023.08.14 15:46:43 -05'00', Date										
Tara Zekavat Approved by Division Chair Date										
Approved by Division Chair Date Approved by Vice President Leigh Ann Collins Digitally signed by Leigh Ann Collins Date Approved by Cabinet Level Supervisor Date Date Date Approved by Vice President Leigh Ann Collins Date Digitally signed by Leigh Ann Collins Date: 2023.08.14 15:46:43 -05'00', Date: 2023.08.14 -05'00', Date: 2023.08.14 15:46:43 -05'00', Date: 2023.08.14	Recommended by Supervisor/Department read									
Leigh Ann Collins Digitally signed by Leigh Ann Collins Date: 2023.08.14 15:46:43 -05'00', Date: 2023.08.14 15:46:45 -05', Date: 2023.08.14 15:46 -05', Date: 2025.08.14 15:46 -05', Date: 2025.08.14 15:46 -05', Date: 2025.08.14 15:46 -05', Date: 2025.08.14 15:46 -05', Date: 2025.08.15 15:46 -05	Tara Zekavat / Date: 2023.08.14 13:36:24 -05'00'									
Approved by Cabinet Level Supervisor Date Date Date Date Date	Approved by Division Chair]				Digitally signed		
Approved by Cabinet Level Supervisor Date Reviewed by Human Resources Date Approved by President Date Approved by President Date Approved by President Date								Date: 2023.08.1	4 15:46:43 -05'00'	
Budget Approval Date Approved by President Date Date Date Date Date Date	Approved by Cabinet Level Superv	visor]	Date Re	viewed by Human	n Resources		pa Date	
Budget Approval Date Approved by President Date Approved by President Date Approved by President						KAIKI	N. D.	Musen	28/17/23	
Q OKOCO) ORIZIONE RAT A MOLAND 8-17-23	Budget Approval			, ,]	Date Ap	oproved by Presid	ent		Date	
	BAROCION		08	17/22	523	Bost.	1. m	Clark	8-17-23	